

PowerPoint 2003 Introduction

Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Create a presentation
- Add slides to a presentation
- Format a presentation
- Use drawings, images and tables in a presentation
- Run a slide show

Pre-requisites

Experience of Windows 2000 or later. Basic keyboard skills

Course Contents

Introducing PowerPoint

- Overview
- Getting Started
- Working with Presentations
- Creating a Master Slide
- Changing the Slide Design and Layout
- Changing the Slide Order

Working with Text

- Selecting Text Objects
- Formatting Text
- Proofing the Slides
- Using AutoCorrect
- Using Find and Replace
- Finding Text
- Replacing Text

Using Graphics and Tables

- Adding Graphics
- Creating and Using Tables
- Formatting the Table
- Creating Drawing Objects
- Formatting Objects
- Editing and Adjusting Objects
- Arranging Objects

Manipulating the Slides

- Customising Your Slides
- Customising the Slide Background
- Changing the Colour Scheme
- Animating Objects
- Applying Slide Transitions

Bringing It All Together

- Printing the Presentation
- Creating Notes and Handouts
- Printing Notes and Handouts
- Running the Slide Show
- Viewing the Slide Show

Using Multimedia Elements

- Converting Graphics to Objects
- Adding Animation
- Adding Sounds and Movie Clips
- Inserting Movies and Video Clips